

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Number Department of Education Application Date - 324 ~A Office of Vocational Education Division of Vocational Instruction Date Completed Date Received Application Number Trade and Industrial Education Unit JIII 6 1981 | JUL 2 2 1981 Atlanta, Georgia Telephone Number **Working Title** 2. Person to Contact 656-2554 State Supervisor Earl Williams 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. 81-324 Check One: XX Change; □ Supercede; □ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Latest Earliest 1976 TRADE AND INDUSTRIAL EDUCATION ADMINISTRATIVE FILES To date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? NO CHANGE This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: NO CHANGE File is arranged: How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____ __; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older ____ 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Department of Education Application Number Office of Vocational Education Division of Vocational Instruction Application Number Date Received Date Completed Trade and Industrial Education MAY 1 3 1981 | MAY 2 1 1981 Atlanta, Georgia___ 2. Person to Contact Working Title Telephone Number State Supervisor 656-2554 Earl Williams 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. .. Check One:
Change:
Supercede:
Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Trade and Industrial Education Administrative Files 1976 to date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' voactional facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: administering the activities of the Trade and Industrial Education program in Georgia. Included are: copies of expense statements, and itineraries; budget information; printing requests; telephone logs; office personnel files; mailing labels; leave reports; inservice training and conference data; copies of unit objectives; copies of teacher certification guidelines; reference copies of reports and regulations of interest to the unit; and, related correspondence. chronologically by fiscal year, thereunder alphabetically by subject 8. Monthly Reference Rate How often are records referred to which are: ____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	lumn)					
х		a. Is this the official copy of the series? If not, where is it?								
	х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
	X	c. Is this a vital record?								
	X	d. Does this series have historical or long term research value?								
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